

# Alconbury Parish Council

[www.alconburyparishcouncil.gov.uk](http://www.alconburyparishcouncil.gov.uk)

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The meeting of Alconbury Parish Council was held on Tuesday 26<sup>th</sup> October 2021, from 7.30pm at  
Alconbury Sports and Social Club

## MINUTES

- 1021.346 Present Councillors R. Johnson (Vice Chair), S. Brawn, D. Moate, and M. Gunney,  
T. MacLennan  
Also present C. Copley (Clerk).  
County and District Councillor I. Gardener.  
Mr J Collen of HDC.  
Mr P Stafford of Places for People.
- Members of public Mr Roger Read and Mr C Dalleywater.
- Apologies T. Gilbert and M. Moate due to work commitments.  
The meeting was chaired by Vice Chairman Cllr Johnson.
- 1021.347 DECLARATIONS OF INTEREST  
Cllr S Brawn declared an interest in the Memorial Hall and Cllr. Gunney declared an interest in the Sports and Social Club.
- 1021.348 MINUTES FOR APPROVAL  
**Resolved** The minutes of meeting 28<sup>th</sup> September be approved with no adjustments and duly signed by the Chairman.
- 1021.349 PUBLIC PARTICIPATION  
Neither member of public present wished to speak.
- 1021.354 THE ALCONBURY BROOK FLOOD GROUP  
At the request of the Chairman it was resolved to bring this item forward to allow Mr Dalleywater to update council on the last months activities of TABFG.  
**Resolved** To receive and note the report which will be appended to these minutes.
- 1021.350 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR  
**Resolved** To receive and note the contents of Cllr Gardeners report, appended to these minutes.
- 1021.351 CROWN GARDENS  
Mr Jon Collen, Housing Needs & Resources Manager, Huntingdonshire District Council and Mr Peter Stafford, Regional Manager South, Places for People attended the meeting to provide an update to members regarding Crown Gardens and answer any questions arising;  
The last year has been a period of reduced numbers of people coming through who have been evicted from their homes, due to Covid-19. It is anticipated people will start to come through as a result of landlords wanting to sell their properties after lockdown. Chorus Homes is now part of the Places for People group, who manage delivery of support services/temporary services to support people coming through the system. Mr Stafford confirmed staffing of Crown Gardens has increased from two to 8 members with up to 4 staff members during the daytime and security on site from 5pm. A procedure is in place to deal with complaints, CCTV is present in the building and will be monitored and staff are present 24 hours of the day, seven days a week. Matters will be dealt with professionally and appropriately. The contact number for out of hours has been made available to neighbours and will be further circulated to members. Reports of incidents made to staff will be investigated and there is a keenness to engage with the community and residents. Additional space for car parking provision is being considered, what this will look like will be shared as and when the information becomes available.

At 20:43 Cllr Gardener, Mr Collen and Stafford left the meeting.

- 1021.352      **ACTIONS FROM PREVIOUS MEETING AND COUNCILLORS UPDATES**
- **Memorial Hall** – Cllr Brawn reported a meeting had been held recently and focussed mainly on the upcoming Christmas fairs.
  - **Tree Warden** – Cllrs Gunney and MacLennan confirmed the tree audit had been carried out and that attention needs to be put on clearing and pruning of the community orchard site.
  - **Recreation Field Charity and Sports and Social Club** – Cllr Gunney reported the success of recent events with a vast interest and members coming back post-Covid. Thursday Club has returned and is well attended. The next event is scheduled for this Saturday 6<sup>th</sup> November to celebrate bonfire night and fireworks and is sponsored by the brewery and Urban and Civic. A grant application has been submitted to the Woolley Hill Wind Farm for a gang mower. The events calendar can be viewed via the club website [Calendar - Alconbury Sports and Social Club \(assc.org.uk\)](http://Calendar - Alconbury Sports and Social Club (assc.org.uk))
  - **Bramble End Play Area** – Cllr MacLennan reported the hedge requiring a trim and some areas of weed growth present. The completed risk assessment forms have been passed to the Clerk.
  - **Flood Working Group** – See item 1021.354.
  - **Woolley Hill Wind Farm** – Cllr MacLennan had nothing to report.
  - **Planning Working Group** – Nothing to report.
  - **Alconbury Weald** – A meeting was held on the 7<sup>th</sup> October and minutes are yet to be received.
- Resolved**      Trees – Cllrs Gunney and MacLennan to approach tree surgeons with a view to carrying out a survey and obtaining quotations for recommended works to Parish Council owned trees.
- 1021.353      **CRIME REPORTS**  
12 incidents of crime reported during the month of August 2021 via the Police.uk crime map.
- 1021.355      **PARISH COUNCIL GROUPING**  
The latest version of the leaflet was presented to members along with 2 quotations for printing costs as follows;  
Quantity: 1070 (320 for Alconbury Weston) (750 for Alconbury)  
Parrot Print  
Total Price: £98.00 (£29.31) (£68.69)  
St.Ives Quick Print  
Total Price: £69.00
- Resolved**      To approve the leaflet final design and accept the quotation from Parrot Print on the basis they are a local company to the Clerk. This will save time and money on the clerk collecting the leaflets.  
Once received the clerk will divide the leaflets out and distribute amongst councillors for delivery to parishioners at the earliest convenience.  
The closing date for responses is the 20<sup>th</sup> December, the Clerk will initially collate the yes/no vote response and circulate to members. A majority yes vote should see the Community Governance Review progress in time for May 2022 elections, a majority no vote will conclude the Community Governance Review.
- 1021.356      **DEFIBRILLATOR**  
Cllr Brawn to establish a decision on the placement of the unit at the Memorial Hall.
- 1021.357      **VILLAGE PUMP POSTS**  
The clerk continues to obtain quotations for the refurbishment works.
- 1021.358      **INFRASTRUCTURE**  
The Local Highways bid for a weight restriction on the B1043 has been submitted by Cllr Gilbert.
- 1021-358.1      Churchyard
- 1021-358.2      Village Green – Cllr MacLennan reported seeing cars parking on the village green along Brookside.
- 1021-358.3      Roads and Footpaths
- 1021-358.4      General
- Resolved**      That a letter is issued to the Brookside resident informing them of Section 34 of the Road Traffic Act 1988 making it a criminal offence to drive over, or park on land (including a green) not forming part of a road without lawful authority to do so.
- 1021.359      **CCTV**  
No further updates received.
- 1021.360      **BRAMBLE END PLAY AREA**

The Clerk reported the repair works to the treadmill and installation of the seesaw have been delayed, due to staff illness, until week commencing 6<sup>th</sup> December. Notice will be given ahead of time to allow the drum roller to be brought to the site.

The annual safety inspection report has been carried out and quotation received from Creative Play for repairs to their items, at a cost of £1805.00.

**Resolved** That the Clerk seek confirmation from Creative Play if the guarantee on the equipment is extended when works are carried out.  
To agree the sum of £1805.00 plus VAT for the recommended repairs to Creative Play equipment.  
Cllr Johnson to seek views from residents with regards to the current play area equipment and possible refurbishment of equipment.

1021.361 PLANNING APPLICATIONS

**21/01846/HHFUL** - Demolition of conservatory. Reduction in size of garage. Erection of two storey rear extension - 18A Brookside Alconbury Huntingdon.

1021.361.1 To receive an update on previous planning applications.

1021.361.2 **Consultation** - The District Council are seeking views on a draft Landscape and Townscape Supplementary Planning Document (SPD) which is intended as a replacement for the current Huntingdonshire Landscape and Townscape Assessment SPD adopted in 2007.

**Resolved** **21/01846/HHFUL** to record a vote of no observations either in favour or against the application.

361.1 To receive and note previous planning applications.

361.2 To receive and note the consultation.

1021.362 FINANCIAL REPORTS

Payment of outstanding debts

October payments

|   |          |
|---|----------|
| 1. Payroll and expenses                                 | £1368.00 |
| 2. Royal British Legion – donation                      | £ 50.00  |
| 3. Wicksteed Leisure – annual play equipment inspection | £ 144.00 |
| 4. AskIT – Cloud back up and antivirus renewal          | £ 40.95  |

**Resolved** That the payments be agreed and approved online by Cllrs Gunney and Johnson.

1021.362.1 Monies received and bank reconciliation

**Resolved** To confirm the above receipts and bank reconciliation as correct, confirmed by Cllr Johnson.

1021.362.2 To confirm receipt of and consider the 2022-2023 budget for the precept request (deadline December 2021), sent to Councillors on 20<sup>th</sup> October 2021.

**Resolved** To receive and confirm the proposed budget for the 2022 financial year be set at £39,000.

The Clerk will complete the precept request form and return to the Revenue and Benefits Manager at Hunts District Council before the deadline of 17<sup>th</sup> December 2020.

1021.363 CORRESPONDENCE RECEIVED

1. Launch of the New Ting bus service.
2. Invite from the High Sheriff of Cambridgeshire, Mrs Caroline Bewer DL, to invite Councillors and their families to an Evensong Service of Remembrance at Great Saint Mary's Church, Senate House Hill, Cambridge on Sunday 21 November 2021.
3. A request from a Brookside resident seeking assistance regarding HGVs using Brookside.
4. Queens Jubilee – Green canopy.
5. Hammerton Christmas Fair – 27<sup>th</sup> November 2021.

1021.364 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item).

It was proposed and resolved to hold the next item in a closed meeting session.

The meeting closed at 22:18.

1021.365 CLOSED MEETING SESSION

The following items are to be held as a closed meeting due to sensitive personal and commercial data.  
*Public Bodies (Admission to Meetings) Act 1960 S1(2)*

To discuss the offer to purchase of a section of Parish Council owned land.

**Resolved** That members await the further information upon inspection of the minutes folder of 1999 currently held at the archive centre.

The meeting was reopened at 22:31

1021.366 NEXT MEETING – Tuesday 30<sup>th</sup> November 2021, Alconbury Sports and Social Club.

With no further business to conduct the meeting was declared closed at 22:32.

DRAFT

### **The Alconbury Brook Flood Group (TABFG)**

#### **23<sup>rd</sup> October 2021**

A useful meeting with EA and Jacobs to ensure clarity of modelling consultancy.

- Process = Super-long list of options → long list → short list
- Super-long list currently includes TABFG slow stretch and store concepts and a two stage channel proposal by the IDB plus other ideas, including modified versions of previous schemes.
- Site visit to be planned by consultant with TABFG in attendance
- At each gatekeeping step, TABFG will be consulted
- TABFG will contribute paper on community context and opportunities
- TABFG will ensure PCs are fully informed
- Proposal for consultation prior to business case → Defra July 2022.
- PCs and TABFG will have key roles in consultation
- TABFG will be producing newsletters starting in November 2021
- Possible implementation timescale 2024-27

Good progress with under-flyover gabions project various visits to site by National Highways staff and requests for information from TABFG. Possible implementation 2023.

EA and TABFG volunteers have been doing maintenance work on brook banks. TABFG will meet with EA's Area Maintenance Manager to discuss further activity. Some work still to be done.

CC are providing funds for those riparian owners without the means to do maintenance work themselves. TABFG is hoping to ensure some main river-side properties in both villages will benefit from funding when the first applications considered on 1<sup>st</sup> December 2021. TABFG volunteers will be involved.

Rust Lane replacement pumps have been ordered. The work now is part of the CC work schedule, dates to be confirmed but work should be completed before 31<sup>st</sup> March 2022

School Lane ditch mowed. TABFG will dig out grips and will be distributing leaflets to ask residents to report fly-tipping to PC. TABFG has contacted RMS re clearing the most northerly part of the ditch, which currently is in a very poor state.

TABFG has responded to two planning applications in AW and, in addition, requests for information from the relative of an AW resident and a potential AW house purchaser.

TABFG has looked at sites on Buckworth Brook tributaries for leaky dams and a pond for renovation as off-line storage. Landowners and IDB remain positive with a joint meeting planned soon. EA consulted about newts and it might be possible that pond could be modified to benefit this wildlife.

The TABFG has re-written its TOR/7-year plan to replace the previous plan, given that much of it has been completed. Other elements have been modified or updated. These revised TOR will be ratified at the next meeting of the TABFG before being passed to the PCs to seek their support.

### Alconbury Parish Council Meeting – October 2021

The new Demand Responsive Bus Service known as Ting commenced on 25<sup>th</sup> October. The trial service will last for six months and all other Bus services will run as normal. I visited Easton, Spaldwick, Alconbury and Great Gidding with the bus last Friday to make people aware of the service.

The area the service covers is St Neots and out to the County Boundary, from Hail Weston to Great Gidding and then across to Glatton, the boundary then follows the A1 and new A14 as far as the A1198 and includes Papworth Everard, the boundary then follows the A1198 to Caxton Gibbet and the A428 back to St Neots.

The Service will also take you to Hinchingsbrooke Hospital, Huntingdon Train Station, Huntingdon Town Centre, Cambourne Morrisons and Thrapston Industrial Estate.

To order the service you simply book trips via the ting trips app or call 01223 433255

The cost of the Service is £2.00 each trip, £4.00 return, for an additional £1 or £2 return the trip can be extended to Cambridge, Peterborough, St Ives or Bedford

With regard to the B1043, I have organised a meeting with the New Assistant Director for Transport Strategy and Network Management at Cambs CC to discuss the use of this road by HGV's etc, along with the Chairman and a resident from Lordsway Park.

Regarding, Crown Gardens myself and the Chairman, met Jon Collen from HDC and Tammy from Living Plus on 14<sup>th</sup> October.

We were informed that there would be 2 members of staff on Monday to Friday between 9am and 5pm. Site Security is employed between 5pm and 6am daily, it was agreed that the same two security staff would be employed on site to help with consistent enforcement.

A list of updated contacts to be sent to the Parish Council and myself, which I have not yet seen.

Living Plus would like residents to become involved in local activities and will encourage this.

With regard to the flooding risk in the village, Living Plus are looking at creating a rear gate to allow access to the property in times of flood. This gate would be locked at all other times. Living Plus would also be grateful for a contact at Flood Group, who they could liaise with in times of flooding

The Living Plus team informed the Chairman and I that they are actively working with neighbours to ensure any nuisance issues are dealt with. Any perceived illegal activities should be reported to the Police immediately on 101.

When making a complaint about the site, please ensure the activity is actually occurring on the site as some activities reported were actually occurring off site.

Living Plus are looking to create extra parking spaces, so an application will be submitted in due course.

The average length of tenancy currently is 3 Months, but it could be as much as 12 months.

Highways England are asking for your views regarding the A14 between Ellington and Thrapston. I would urge all Parishes to engage with their route strategies process, if you want grade separated

junctions or deceleration lanes through the purchase of land to remove the at grade junctions with no slip roads: <https://highwaysengland.co.uk/our-work/our-route-strategies/>

You have until the 30<sup>th</sup> November 2021 to feedback your views on <https://routestrategies.highwaysengland.co.uk/>

The District Council is applying for Civil Parking Enforcement measures so that the Council will be able to employ Traffic Wardens to enforce parking restrictions.

To mark Her Majesty's 70 years on the throne next year, a UK wide tree planting initiative named The Queens Green Canopy has been established

This unique scheme is inviting people to plant trees in the current and next planting season ( October 21 to March 22 and October 22 to March 23 )

More information can be found out at [The Queen's Green Canopy Project – Cambridgeshire County Council](#)

If you have any questions or queries please do not hesitate to contact me

Kind regards

Ian

Cllr Ian Gardener

County & District Councillor for Alconbury

Alconbury Parish Council  
Bank Reconciliation

|  |                          |                 |
|--|--------------------------|-----------------|
| Total of balances in bank accounts at 19.10.21 | Instant Access           | 34884.52        |
|  | Unity T1 Current Account | 35846.24        |
|  | Lloyds                   | 0.81            |
|  | <b>Total</b>             | <b>70731.57</b> |

Less unrepresented cheques:

| Payee                         | Ref          | Amount         |
|-------------------------------|--------------|----------------|
| C Copley - Wages and expenses | BACS         | 1052.22        |
| HMRC PAYE - Clerk             | BACS         | 270.68         |
| Royal British Legion          | BACS         | 50.00          |
| AskIT                         | BACS         | 40.95          |
| wicksteed                     | BACS         | 144.00         |
|                               | <b>Total</b> | <b>1557.85</b> |

**Net bank balance at 19.10.21** £ **69173.72**

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Cash book

|                 |          |
|-----------------|----------|
| Opening balance | 54250.07 |
| Add: Receipts   | 40859.24 |
| Less: Payments  | 25935.59 |

**Balance as per cash book at 19.10.21** £ **69173.72**

Signed.....

Responsible Financial Officer

Date.....